

W-2 Form Instructions 2015

Tax Reporting for Commonwealth Employees

Thomas G. Shack III, Esq., Comptroller of the Commonwealth



April 19, 2016 is the due date for Maine and Massachusetts residents only. Residents of all other states have a due date of April 18, 2016. See Publication 509 for 2016 at www.irs.gov.

Office of the Comptroller
1 Ashburton Place, 9th Floor
Boston, MA 02108

Important Reminder for State and Public Employees

On your W-2, there is an amount shown for State wages, tips, etc. Generally, the amount shown for State wages is higher than the amount shown for Federal wages because your pension contributions are excluded from your income for Federal tax purposes. When filing your Massachusetts income tax return, you must use the amount shown for State wages. If you enter the lower dollar amount, your return will be corrected and any refund you may be expecting will be delayed.

The sample W-2 on the back of this brochure shows where you will find the State wages. Use the amount in this box on your Massachusetts income tax return.

This brochure provides a detailed explanation of the contents of the Form W-2 issued for tax year 2015 (27 pay periods). This represents taxable and non-taxable earnings you received during calendar year 2015. Due to the timing of actual cash receipts, this amount may vary from your stated annual salary. It also includes non-cash benefits (parking, housing, tangible assets, use of state provided vehicle, and certain health insurance), if applicable. You will be issued only one Form W-2 for tax year 2015, concluding with the pay period ending December 26, 2015, and payment dated December 31, 2015.

Please contact your department's payroll office if:

1. You have a question about your W-2
2. You need a Reprint of your W-2
3. You need a W-2C Statement of Corrected Income and Tax Amounts. A w-2C is needed if your name, social security number or any of the Federal reported amounts are incorrect.
4. You need information about ePay or PayInfo.



WebFile is convenient, secure... and free!

- All calculations are done – no math mistakes.
- Customizable to fit **your** needs.
- Start a return, save it, and come back to it later
- Track your refunds and payments.
- Once you register, WebFile saves your account data – saving time in future years.

For more information, please visit:
www.mass.gov/webfile.

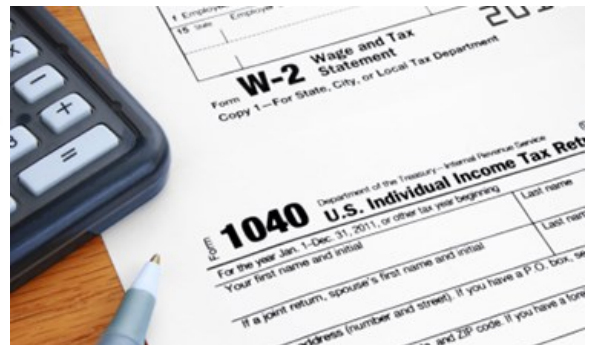


Through the "Protecting Americans from Tax Hikes Act of 2015", Congress has extended the Qualified Transportation Fringe Benefits changes which expired at the end of December, 2014, through December, 2015. Employees may exclude from income \$250 per month in transit benefits and \$250 per month in parking benefits. **These qualified transportation fringe benefits are excluded from an employee's gross income for income tax purposes and from an employee's wages for payroll tax purposes. This change is reflected on your W-2 for 2015.**



Commonwealth employees have the option to choose to have their W-2 delivered online!

- Access your W-2 sooner
- No possibility of your W-2 being lost stolen or misplaced



Box 1: The **Federal taxable income** is equal to employee's Total Gross Pay (less reimbursements) from pay stub for period ending December 26, 2015 and paid on December 31, 2015.

Plus

- Non-cash benefits listed in Boxes 12C, 14P, 14S, 14T.

Minus

- Dependent Care Assistance Plan contributions and fees (Box 10).
- Tax Sheltered Annuity contributions (Box 12E).
- OBRA 90 Alternative Retirement Plan contributions and elective Deferred Compensation (Box 12G).
- Pre-tax Health Care Spending Account contributions and fees (Box 14O).
- Pre-tax Qualified Transportation (up to monthly limits).
- Pre-tax Retirement contributions (Box 14Y).
- Pre-tax Health and Pretax Basic Life Insurance premiums (Box 14Z).

Box 6: Amount of Medicare tax withheld

Box 10: Total Dependent Care Assistance Plan (DCAP) deductions excluded from boxes 1, 5, and 16.

Box 2: Total amount of Federal tax withheld

a Employee's social security number XXX-XX-XXXX		OMB No. 1545-0008		Safe, accurate, FAST! Use efile		Visit the IRS website at www.irs.gov/efile	
b Employer identification number (EIN) 04-6002284				1 Wages, tips, other compensation 30435.19	2 Federal income tax withheld 3825.30		
c Employer's name, address, and ZIP code COMMONWEALTH OF MASSACHUSETTS ONE ASHBURTON PLACE BOSTON MA 02108				3 Social security wages	4 Social security tax withheld		
d Control number				5 Medicare wages and tips	6 Medicare tax withheld		
e Employee's first name and initial Last name Suff. 1 MAIN STREET BOSTON MA 02103				7 Social security tips	8 Allocated tips		
f Employee's address and ZIP code				9	10 Dependent care benefits		
				11 Nonqualified plans	12a See instructions for box 12		
				13 Statutory employee Retirement plan Third-party sick pay <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	12b		
				14 Other Y 2566.24 Z 2398.12	12c		
					12d		
15 State MA	Employer's state ID number 046002284	16 State wages, tips, etc. 33001.43	17 State income tax 1643.07	18 Local wages, tips, etc.	19 Local income tax	20 Locality name	

12C: The cost of Group Term Life Insurance over \$50,000 – Imputed Income, included in Boxes 1, 5 and 16.

12DD: Informational only - Cost of employer-sponsored health coverage. The amount reported is not taxable.

12E: 403(b) Contributions made to a Tax Sheltered Annuity (TSA), excluded in Boxes 1 and 16.

12EE: Roth Contribution included in Boxes 1, 5 and 16.

12G: Elective and non-elective (OBRA 90 Alternative Retirement) 457 contributions to the Deferred Compensation "SMART" Plan excluded in Boxes 1 and 16.

12P: Excludable moving expense reimbursements paid directly to employee (not included in Boxes 1, 5, or 16).

Form W-2 Wage and Tax Statement

2015

Department of the Treasury—Internal Revenue Service

Copy B—To Be Filed With Employee's FEDERAL Tax Return.
This information is being furnished to the Internal Revenue Service.

Box 16: Total amount of state taxable wages

Box 17: Total amount of state tax withheld

Box 5: Wages subject to Medicare tax are equal to employee's Total Gross Pay from pay stub for period ending December 26, 2015 and paid on December 31, 2015.

Plus

- Non-cash benefits listed in Boxes 12C, 14P, 14S, 14T.

Minus

- Dependent Care Assistance Plan contributions and fees (Box 10).
- Pre-tax Health Care Spending Account contributions and fees (Box 14O).
- Pre-tax Qualified Transportation (up to monthly limits).
- Pre-tax Health and Pretax Basic Life Insurance premiums (Box 14Z).

Box 14 ID	W-2 Box ID Description	Instruction
M	MGL c. 3 s. 98 Per Diem (Paid)	Added in Boxes 1, 5, and 16.
O	Health Care Spending Account and HCFA Fee—Pre-Tax	Subtracted from Boxes 1, 5, and 16.
P	Parking and other Imputed Income	Added in Boxes 1, 5, and 16.
R	MGL c. 3 s. 98 Expenses (Paid)	Added in Boxes 1, 5, and 16.
S	Personal Use Auto—Imputed Income	Added in Boxes 1, 5, and 16.
T	Housing Allowance—Imputed	Added in Boxes 1, 5, and 16. (Cash housing is already included)
Y	Retirement—Pre-Tax Federal	Subtracted from Box 1.
Z	Health and Life Insurance—Pre-Tax	Subtracted from Boxes 1, 5, and 16.